

Placement Survey and Concentrator Report Access User Manual



**Arizona Department of
Education
Career and Technical Education**

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This 2002-2003 Performance Measures Access Forms User Manual is for use *ONLY* with the Access database: 2003Concentrator_Placement_DataReporting.mdb - located on the enclosed diskette. This Access database is intended as a backup system in the event that you cannot connect to the Performance Measures online system on the ADE website: <http://www.ade.az.gov/PerfMeasures/splash.asp>

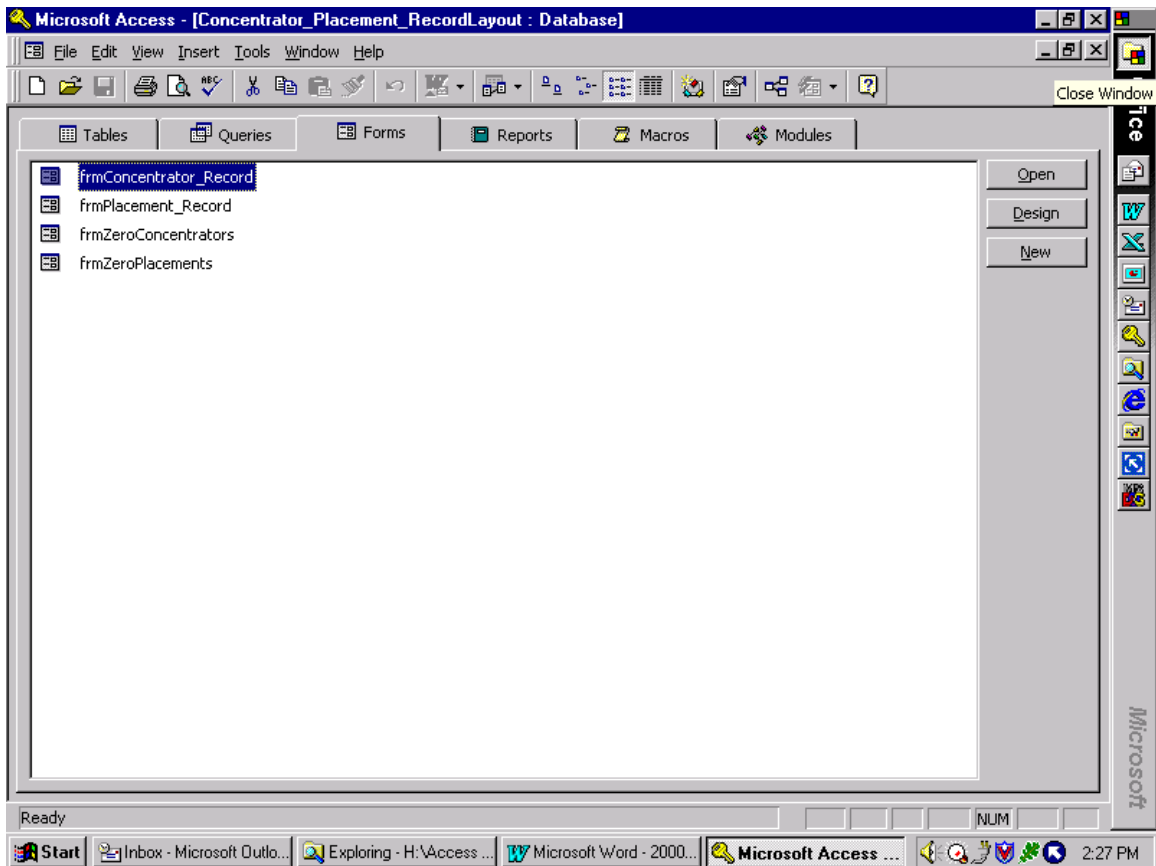
If you are unable to connect to the Performance Measures online system, then load the enclosed diskette into your pc, and copy the Access database to your C: drive. When the Access database is copied to your C: drive, it will run fast and accurately. (Please do not run this Access database from your A: drive).

Use the instructions enclosed in this manual to add 2002 Placement Survey information and 2003 Concentrator Report information. You can also use the Zero Placements for a Program form to indicate that you do not have any Placements for a particular program, or the Zero Concentrators for a Program form to indicate that you do not have any Concentrators for a particular program.

When you are completely finished adding all records – all Placement Surveys, Concentrator Reports, Zero Placements for a Program, Zero Concentrators for a Program – please email the entire Access database as an attachment to:

STWDataCollection@ade.az.gov

We will then load your records onto our Performance Measures database. When they are loaded, you will be able to view these records using the Performance Measures online system. Please see the Performance Measures online user manual for instructions in using that system.



To enter your 2003 Concentrator Records: Click on the Forms tab, then Double-click on the frmConcentrator_Record to open the 2003 Concentrator Record form.

Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

2003 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: Last Name:

Birthdate: Gender:

IVEP service:

Leaver Code: Race: Attain 80%?: ☐

Social Security Number (Voluntary): SAIS Number (Voluntary):

Assessment Method: ☐ Test Name:

Date: - Press Enter to Add Record -

Record: 1 of 1

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

2003 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: Last Name:

Birthdate: Gender:

IVEP service: Race: Attain 80%?:

Leaver Code: Social Security Number (Voluntary): SAIS Number (Voluntary):

Assessment Method: Test Name:

Date:

- Press Enter to Add Record -

Record: of 1

Form View

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

2003 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category:

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Voluntary):

Assessment Method: Test Name:

Date: - Press Enter to Add Record -

Record: of 1

Enter the student's first name, middle initial (optional), last name, and birthdate. Click on the Gender drop-down button to select the gender of the student. (The code M or F will be stored in this field, not the description Male or Female. The descriptions are displayed for your convenience).

2003 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category:

- AC Academically Disadv
- EC Economically Disadv
- HA Handicapped
- LE Limited English Prof.
- NO -Non IVEP-
- SP Single Parent

Leaver Code: Attain 80%?:

Social Security Number (V): SAIS Number (Voluntary):

Assessment Method:

Date: - Press Enter to Add Record -

Record: of 1

Click on the IVEP service category drop-down button to select the IVEP code of the student. (The actual IVEP code will be stored in this field, not the IVEP description. The descriptions are displayed for your convenience).

2003 Concentrator Record

School: ST JOHNS HIGH SCHOOL CTDS: 010201205

Program: Agriscience ProgramCIP: 010300

First Name: Joe MI: Last Name: Student

Birthdate: 09/21/1982 Gender: M

IVEP service category: AC

Leaver Code: Race: Attain 80%?:

Social Security Number: SAIS Number (Voluntary):

Assessment Method: Name:

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

Click on the Leaver Code drop-down button to select the Leaver code of the student. (The actual Leaver code will be stored in this field, not the Leaver code description. The descriptions are displayed for your convenience). **Note the new leaver code – E1 Still in School. This code is for Concentrators that have not yet graduated.

2003 Concentrator Record

School: ST JOHNS HIGH SCHOOL CTDS: 010201205

Program: Agriscience ProgramCIP: 010300

First Name: Joe MI: Last Name: Student

Birthdate: 09/21/1982 Gender: M

IVEP service category: AC

Leaver Code: W7 Race: 01 White 02 Black 03 Hispanic 04 Indian 05 Asian

Social Security Number (Voluntary): (Voluntary):

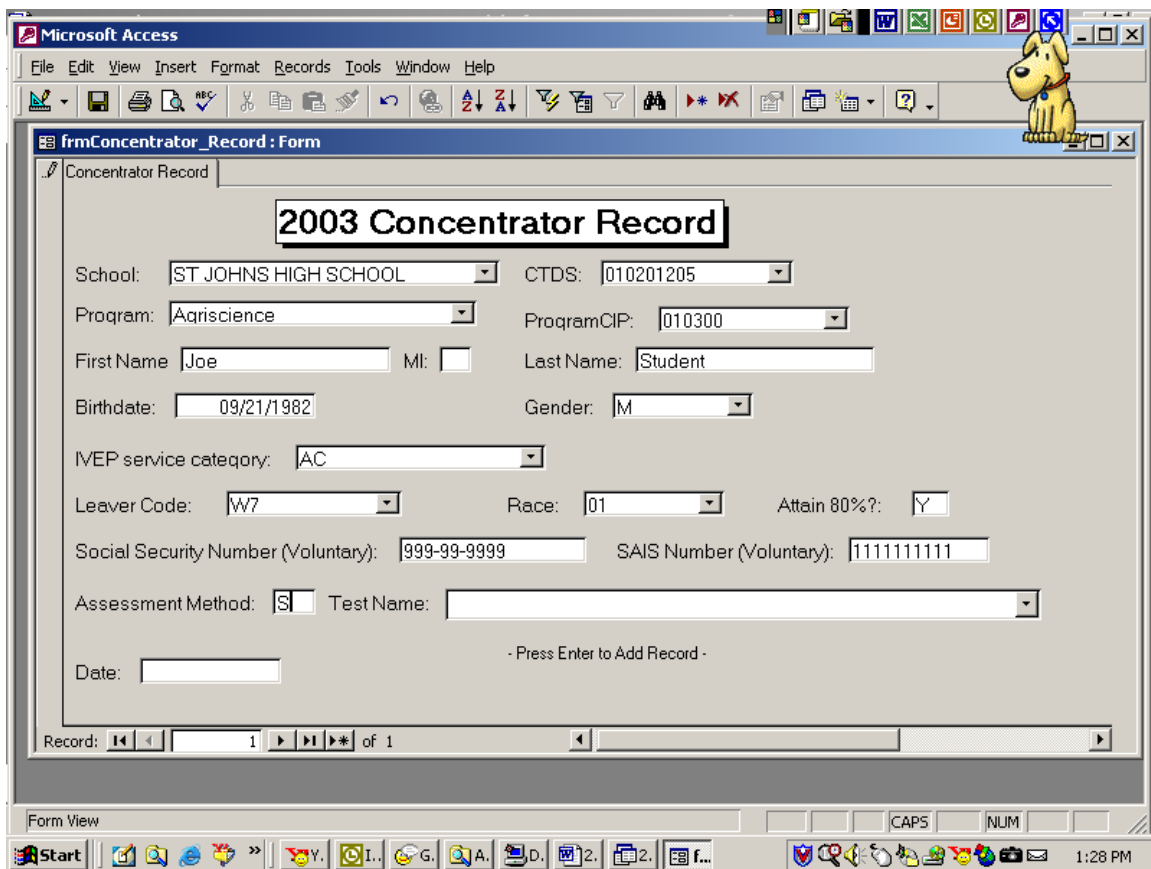
Assessment Method: Test Name:

Date:

- Press Enter to Add Record -

Record: 1 of 1

Click on the Race drop-down button to select the Race code of the student. (The actual Race code will be stored in this field, not the Race description. The descriptions are displayed for your convenience).



2003 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category:

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Voluntary):

Assessment Method: Test Name:

Date:

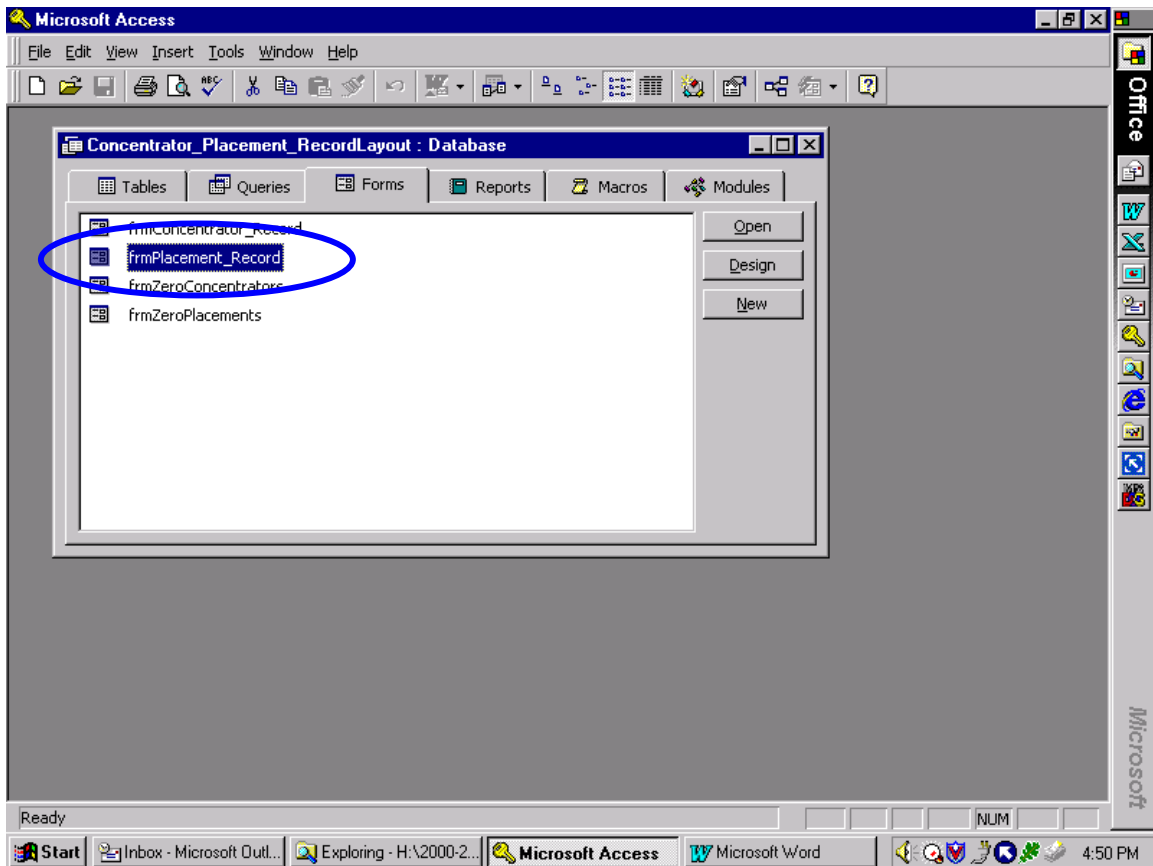
- Press Enter to Add Record -

Record: of 1

Form View

Start | [Icons] | CAPS | NUM | 1:28 PM

Enter the student's Attain 80% code (Y or N) and the optional Social Security Number and the optional SAIS number (if available). Also, enter today's current date.



To enter your 2002 Placement Surveys: Click on the Forms tab, then Double-click on the frmPlacement_Record to open the 2002 Placement Survey form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

2002 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name:

Last Name:

City:

Student Type:

If Sampler, include IVEP Code and Gender:

Is the Student returning from a religious mission?: ☐

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Date:

[-> Continue to: Placement Information \(see above\)](#)

Record: 1 of 1

This Placement Survey form is on 2 pages: Demographic Information and Placement Information. Fill out all the fields on the Demographic Information form first, then click on the Placement Information tab at the top of the form to add the student's post secondary school, military branch, or employment information.

To begin adding the student's Demographic Information, click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

2002 Placement Survey

School: ST JOHNS HIGH SCHOOL CTDS: 010201205

Program:
 Agriscience
 Ag Bus Mg Horticult
 Renewable Natural Resources
 Sales & Marketing
 Hospitality Services
 Media Communication
 Cosmetology
 Food Production/Culinary Arts

ProgramCIP:

First Name:
 Last Name:
 Address1:
 Address2:
 Zip:
 Phone (Optional):
 Student Type:

If Sampler, include IVEP Code and Gender:
 Is the Student returning from a religious mission?:
 If Yes, what year did they graduate?:

Contact Type:
 Description if Other:
 Completer Type:
 Description if Other:
 Date:
 -> Continue to: Placement Information (see above)

Record: 1 of 1

Form View

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

2002 Placement Survey

School: ST JOHNS HIGH SCHOOL CTDS: 010201205

Program: Aqriscience ProgramCIP: 010300

First Name: Joe Address1: 123 Anywhere Street

Last Name: Student Address2:

City: Anytown State: AZ Zip: 85000

Phone: (Optional) (602) 999-9999

Student Type:
 C Program Completer
 L Level III Course Sampler
 N Program Concentrator

If Sampler, include: ☐ Is the Student returning from a religious mission?: ☐

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Date: -> Continue to: Placement Information (see above)

Record: 1 of 1

Form View

Enter the student's first name, middle initial (optional), last name, address, city, state, zip code, and phone number (optional). Click on the Student Type drop-down button to select the type of the student. (The student type code: C or L or N will be stored in this field, not the description. The descriptions are displayed for your convenience).

Microsoft Access

File Edit View Insert Format Records Tools Window Help

frmPlacement_Record : Form

Demographic Information Placement Information

School: ST JOHNS HIGH

Program: Agriscience

First Name: Joe

Last Name: Student

Address:

Address2:

City: Anytown State: AZ Zip: 85000

Phone: (Optional) (602) 999-9999

Student Type: L

If Sampler, include IVEP Code and Gender:

Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type:

Description if Other:

Completer Type:

Description if Other:

Date:

→ Continue to: Placement Information (see above)

Record: 1 of 1

Form View

If the Student Type is Sampler (L), Access will prompt you to enter the student's IVEP Code and gender.

2002 Placement Survey

School: ST JOHNS HIGH SCHOOL CTDS: 010201205

Program: Agriscience ProgramCIP: 010300

First Name: Joe Address1: 123 Anywhere Street

Last Name: Student Address2:

City: Anytown State: AZ Zip: 85000

Phone: (Optional) (602) 999-9999

Student Type: L

If Sampler, include IVEP Code and Gender:

AC Academically Disadv

EC Economically Disadv

HA Handicapped

LE Limited English Prof.

NO -Non IVEP-

SP Single Parent

Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Description if Other:

Description if Other:

-> Continue to: Placement Information (see above)

Record: 1 of 1

Click on the IVEP Code drop-down button to select the IVEP Code. (The actual IVEP code will be stored in this field, not the description. The descriptions are displayed for your convenience).

2002 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: Zip:

Phone: (Optional)

Student Type:

If Sampler, include IVEP Code and Gender:

Contact Type: Description if Other:

Completer Type: Description if Other:

Date:

[-> Continue to: Placement Information \(see above\)](#)

Record: of 1

Click on the Gender drop-down box to select the student's gender. (The actual gender code will be stored in this field, not the description. The descriptions are displayed for your convenience).

Microsoft Access

File Edit View Insert Format Records Tools Window Help

frmPlacement_Record : Form

Demographic Information Placement Information

2000 Placement System

Microsoft Access

Year of graduation must be entered!

OK

School: ST JOHNS HIGH SCHOOL Year of graduation: 2005

Program: Agriculture Zip: 010300

First Name: Joe Address1: Anywhere Street

Last Name: Student Address2:

City: Anytown State: AZ Zip: 85000

Phone: (Optional) (602) 999-9999

Student Type: L

If Sampler, include IVEP Code and Gender: AC M

Is the Student returning from a religious mission?: Y

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Date:

-> Continue to: Placement Information (see above)

Record: 1 of 1

Form View

Start Y... I... G... 2... D... 2... f... 1:57 PM

Answer the question: “Is the Student returning from a religious mission?” with a Y or N. If Y, enter the year of graduation. The only allowable values for year of graduation are: 1999, 2000 or 2001.

2002 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: Zip:

Phone: (Optional)

Student Type:

If Sampler, include IVEP Code and Gender:

Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Date:

Record: of 1

Click on the Contact Type drop-down box to select the student's contact type. (The actual Contact Type will be stored in this field, not the description. The descriptions are displayed for your convenience). If you select O (Other), you must enter a description in the next field.

2002 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: Zip:

Phone: (Optional)

Student Type:

If Sampler, include IVEP Code and Gender:

Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type:

Description if Other:

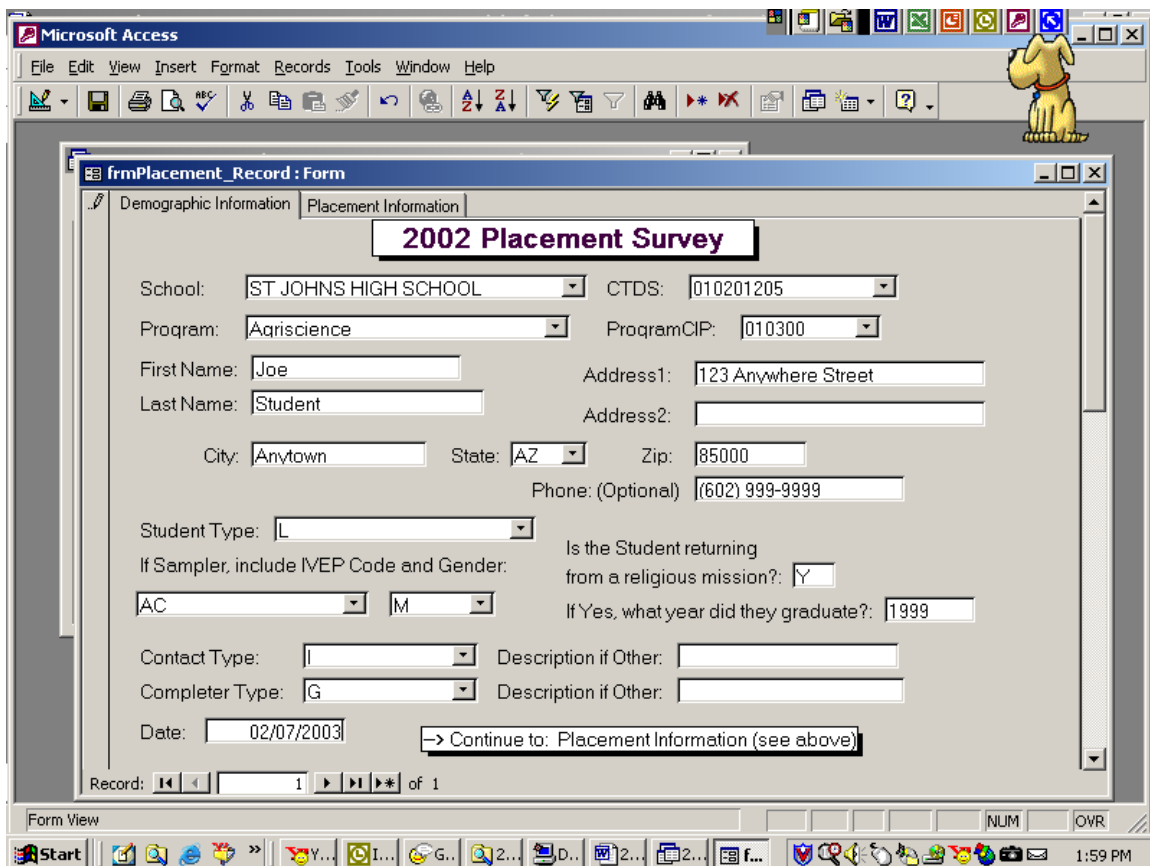
Completer Type:

Date:

Continue to: Placement Information (see above)

Record: 1 of 1

Click on the Completer Type drop-down box to select the student's completer type. (The actual Completer Type will be stored in this field, not the description. The descriptions are displayed for your convenience). If you select O (Other), you must enter a description in the next field.



2002 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: Zip:

Phone: (Optional)

Student Type:

If Sampler, include IVEP Code and Gender:

Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Date: [-> Continue to: Placement Information \(see above\)](#)

Record: of 1

Enter today's current date, then click on the Placement Information tab at the top of the form to continue to the next page. Use the Placement Information form to enter information about the student's post-secondary school, military branch, or employment.

Microsoft Access

File Edit View Insert Format Records Tools Window Help

frmPlacement_Record : Form

Demographic Information Placement Information

2002 Placement Survey - Press Enter to Add Record -

In School?:

Select Post Secondary School from the list. OR enter the School Name if not on the list:

Academy CDL Inc
 AI Collins Graphic Design
 Allure Career Beauty College
 American Driving Inst
 American Inst/ Interior Design
 American Inst of Medical Tech
 American Inst of Technology
 Apache County Workforce

If Working, please fill out Employer information below:

Employer Address1:

Employer Address2:

Employer City: Employer State: Employer Zip:

Employer Phone (optional): Employer Fax (optional):

Employer Supervisor (optional): OK to contact Supervisor?:

Record: 1 of 1

Form View

Start Y... I... G... 2... D... 2... f... 2:00 PM

On the Placement Information form, if you answer the question: **In School?** Y - then use the drop-down box to select the student's post secondary school from the list provided. If the student's post secondary school is not on the list, please type in the name of the school. (Non-Arizona schools are not on this list). Also, enter a Y or N in the **School Related to Program?** field.

Microsoft Access

File Edit View Insert Format Records Tools Window Help

frmPlacement_Record : Form

Demographic Information Placement Information

2002 Placement Survey - Press Enter to Add Record -

In School?: ☒ Y

Select Post Secondary School from the list. OR enter the School Name if not on the list:

School related to Program?: ☒ Y

In Military?: ☒ Y Military Branch:

Military related to Program?: ☐

Working?: ☐ Work related to Program?: ☐

Employer Name:

Employer Address1:

Employer Address2:

Employer City: Employer State: Employer Zip:

Employer Phone (optional): Employer Fax (optional):

Employer Supervisor (optional): OK to contact Supervisor?: ☐

Record: 1 of 1

Form View

Start | Y... | I... | G... | 2... | D... | 2... | f... | 2:00 PM

If the student is in the Military, enter a Y in the In Military? field - then use the drop-down box to select the student's military branch. Also, enter a Y or N in the Military Related to Program? field.

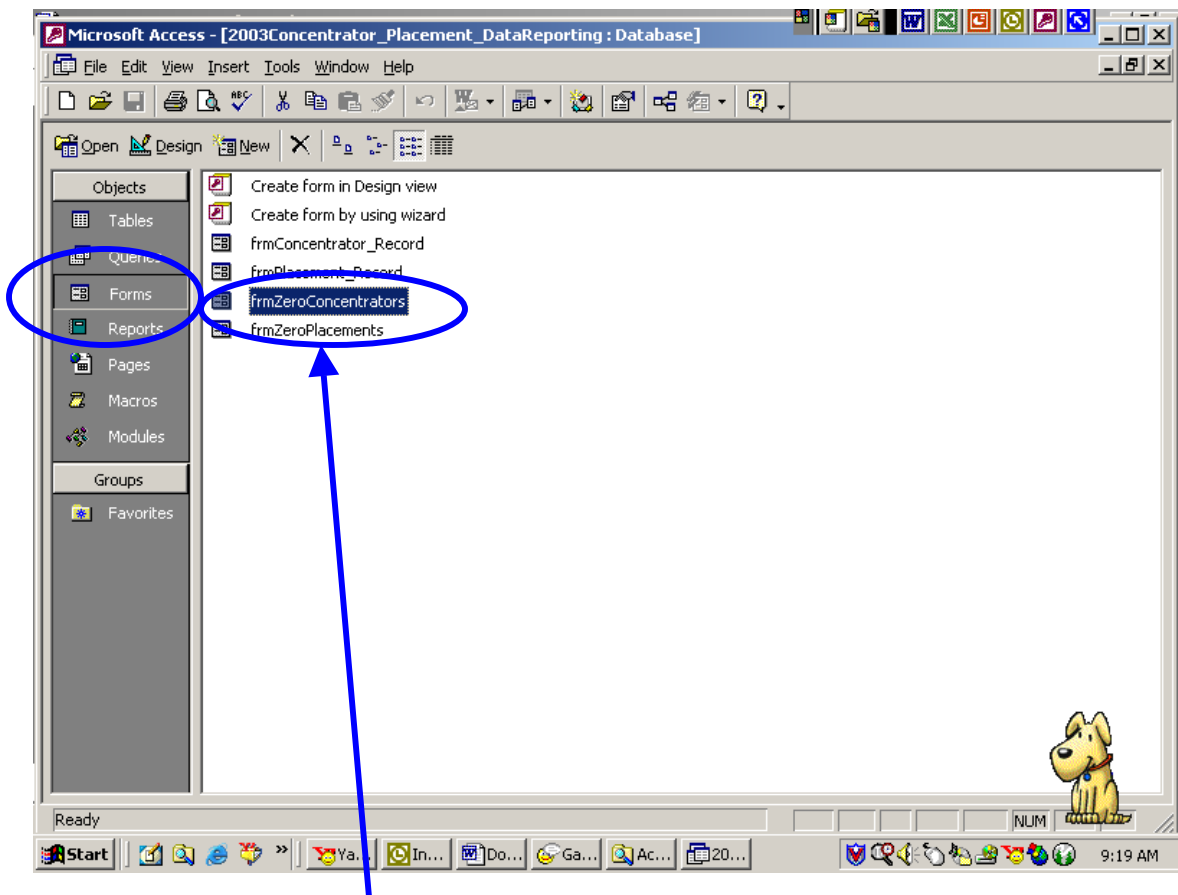
If the student is working, enter a Y in the Working? field and a Y or N in the Work Related to Program? field. Then enter the student's employer name, address, city, state, and zip code. The employer's phone and fax number are optional, as well as the employer supervisor and the contact supervisor field. To add the Placement Survey record, press Tab, then press Enter. The student's Placement Survey information has now been added to the database.

To add another Placement Survey record, go to the top of the form and click on the Demographic Information tab and begin entering the next student's school, program, and other demographic information.

When you are completely finished adding all records – all Placement Surveys, Concentrator Reports, Zero Placements for a Program, Zero Concentrators for a Program – then you can email the entire Access database to:

STWDataCollection@ade.az.gov

We will then load your records onto our Performance Measures database. When they are loaded, you will be able to view these records using the Performance Measures online system. Please see the Performance Measures online user manual for instructions in using that system.



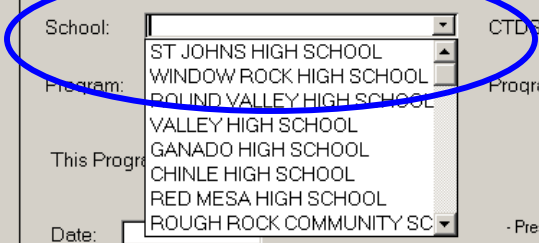
To enter your 2003 Zero Concentrators for a Program: Click on the Forms tab, then Double-click on the frmZeroConcentrators to open the 2003 Zero Concentrators for a Program form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

Microsoft Access - [frmZeroConcentrators : Form]

File Edit View Insert Format Records Tools Window Help

Zero Concentrators

Zero Concentrators for a Program

School:  ST JOHN'S HIGH SCHOOL
WINDOW ROCK HIGH SCHOOL
POLIND VALLEY HIGH SCHOOL
VALLEY HIGH SCHOOL
GANADO HIGH SCHOOL
CHINLE HIGH SCHOOL
RED MESA HIGH SCHOOL
ROUGH ROCK COMMUNITY SC

CTDS:

Program: ProgramCIP:

This Program:

Date: - Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

Start Ya... In... Do... Ga... Ac... 20... fr... 9:19 AM

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

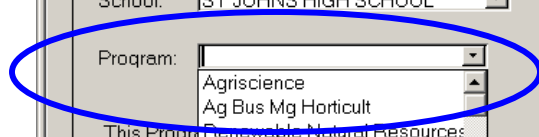
Microsoft Access - [frmZeroConcentrators : Form]

File Edit View Insert Format Records Tools Window Help

Zero Concentrators

Zero Concentrators for a Program

School: ST JOHN'S HIGH SCHOOL CTDS: 010201205

Program: 
Agriscience
Ag Bus Mg Horticult
Renewable Natural Resources
Sales & Marketing
Hospitality Services
Media Communication
Cosmetology
Food Production/Culinary Arts

ProgramCIP:

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

Start Ya... In... Do... Ga... Ac... 20... fr... 9:20 AM

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

Microsoft Access - [frmZeroConcentrators : Form]

File Edit View Insert Format Records Tools Window Help

Zero Concentrators

Zero Concentrators for a Program

School: ST JOHNS HIGH SCHOOL CTDS: 010201205

Program: Agriscience ProgramCIP: 010300

This Program has Zero Concentrators: ☐

Date:

- Press Enter to Add Record -

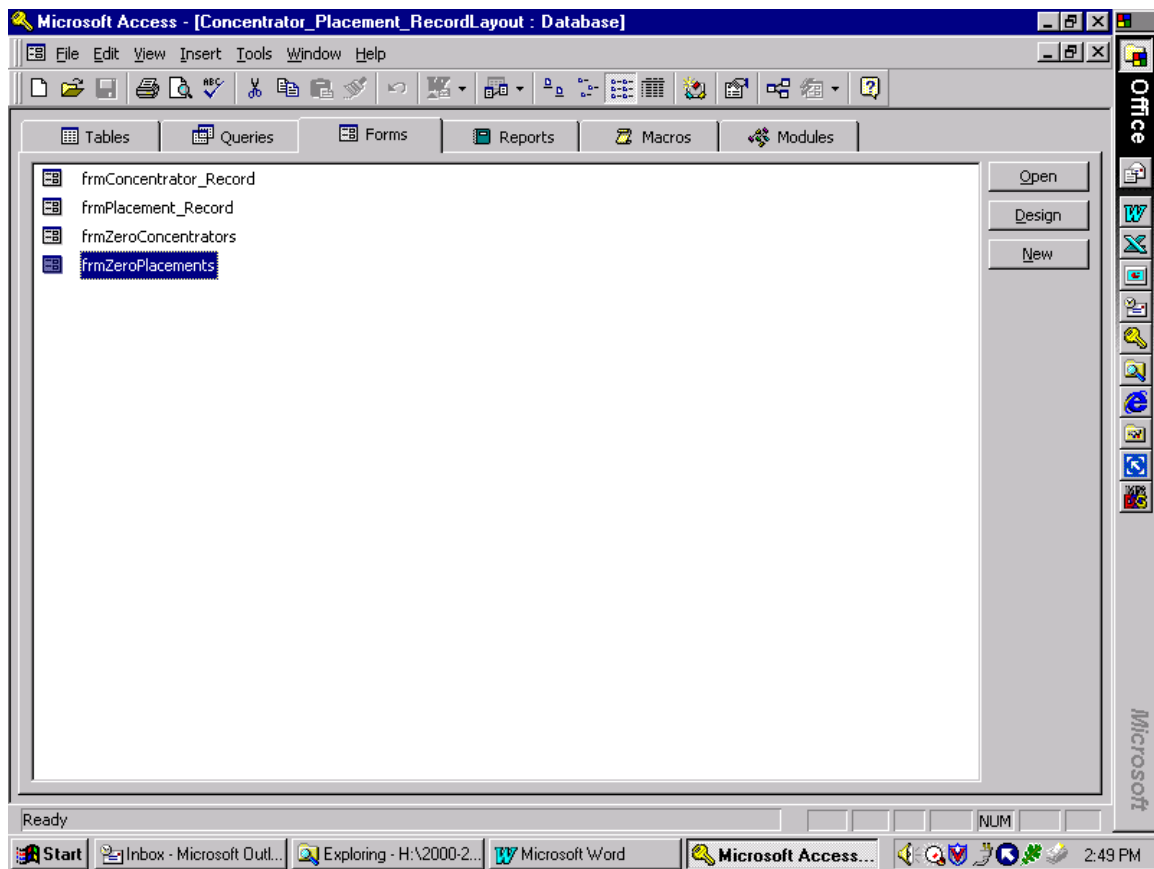
Record: 1 of 1

Form View

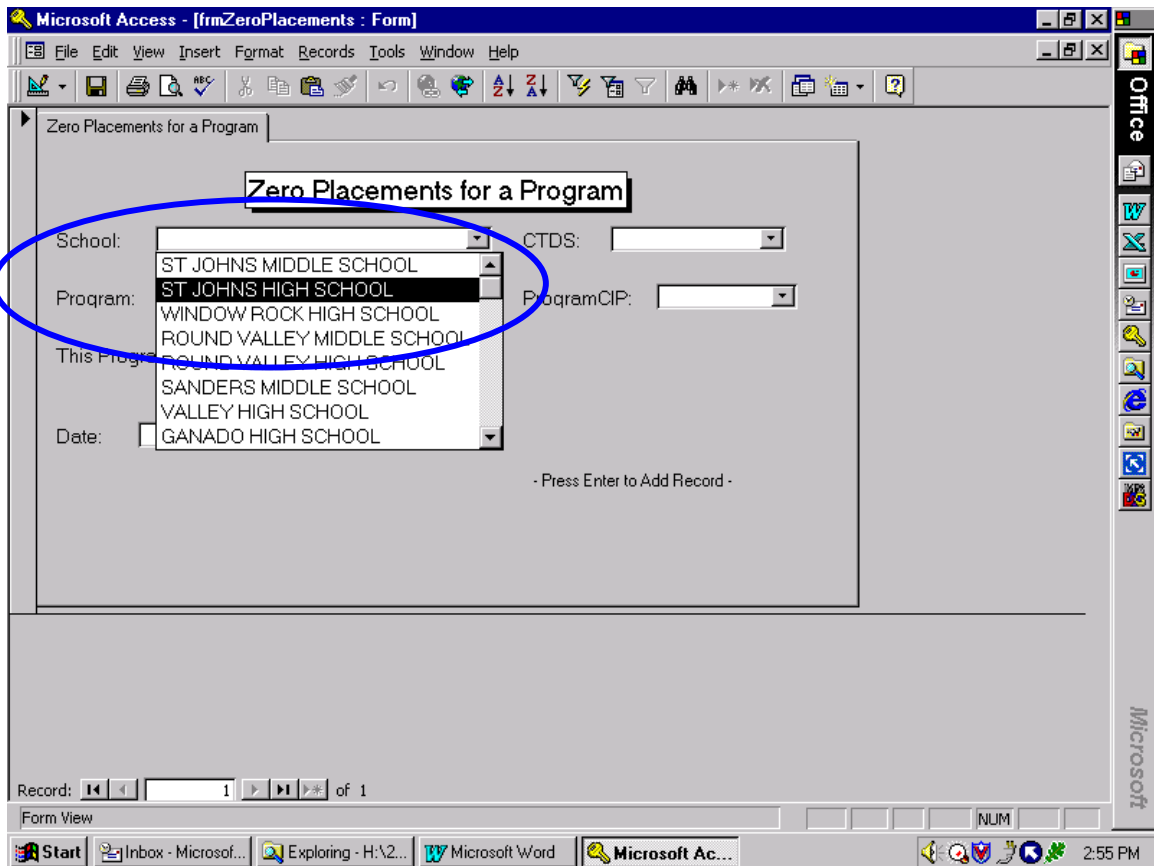
NUM

Start Ya... In... Do... Ga... Ac... 20... fr... 9:20 AM

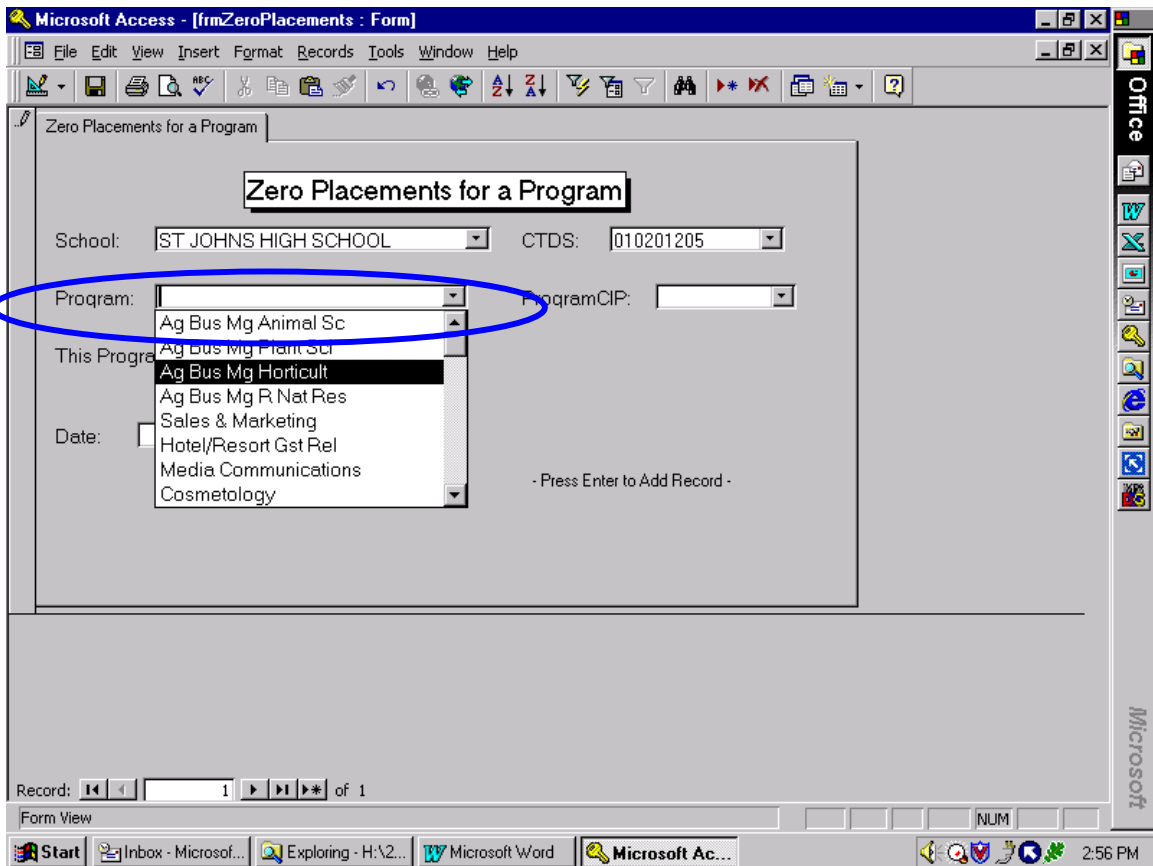
To designate that a Program has Zero Concentrators, enter a Y in the box. Also, enter today's current date. Press Tab, then press Enter to add the record. The Zero Concentrators for a Program information has now been added to the database.



To enter your 2002 Zero Placements for a Program: Click on the Forms tab, then Double-click on the frmZeroPlacements to open the 2002 Zero Placements for a Program form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).



Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.



Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

Microsoft Access - [frmZeroPlacements : Form]

File Edit View Insert Format Records Tools Window Help

Zero Placements for a Program

Zero Placements for a Program

School: ST JOHNS HIGH SCHOOL CTDS: 010201205

Program: As Bus Mnt Formalek ProgramCIP: 010600

This Program has Zero Placements: ☒ Y

Date: 04/12/2001

- Press Enter to Add Record -

Record: 1 of 1

Form View

Start Inbox - Microsof... Exploring - H:\2... Microsoft Word Microsoft Ac...

NUM

2:57 PM

To designate that a Program has Zero Placements, enter a Y in the box. Also, enter today's current date. Press Tab, then press Enter to add the record. The Zero Placements for a Program information has now been added to the database.

If you have any questions about using these Access forms, please contact:

Donna Kerwin
Career and Technical Education/MIS Staff
(602) 542-7881
email: dkerwin@ade.az.gov

or

Esther Olivas
Career and Technical Education/MIS Staff
(602) 542-5486
email: eolivas@ade.az.gov

or

Steve Saline
Career and Technical Education/MIS Staff
(602) 542-5566
email: ssaline@ade.az.gov